

Accounts Receivable End Of Year Processing Quick Guide

Please refer to "Month End/Quarterly/Year End Check Lists & Procedures"
Manual for more Detail

NOTE: End of Year is NOT nessasary to be ran on last day of the year.
You can run it anytime in the "New Year", but you WILL NOT be able to
run a "Sales Journal" (End Of Day in the "New Year") until
the previous year has been closed.

The Following "Screen Shot" shows reports that are
Pre Setup to Print For Both "End of Month" & "End of Year" Respectivly
If you Want to Change or See you selected reports,
Go To "Miscellaneous Programs #1"
and Make selection for "End of Month & Year Report Defaults".
You can Add or Remove Reports Here.

RORPTDEF - End of Month & End of Year Report Defaults

	End of Month	End of Year
(1) Customer Sales Analysis Report	No	Yes
(2) Customer Sales History Report	No	No
(3) Salesman's Analysis Report	No	No
(4) Tax Analysis Report	Yes	Yes
(5) Inventory Sales Analysis Report	Yes	Yes
(6) Inventory Sales History Report	No	No
(7) Product Analysis Report	Yes	Yes
(8) Promotion Sales Analysis Report	No	No
(9) Accounts Receivable Age Trial Balance	Yes	Yes
(10) General Ledger Distribution Report	No	No
(11) Product Type Sales Analysis Report	No	No

START HERE WHEN READY

All "End Of Days" should be complete (Sales Journal & Master Updates)

"End Of Month" Must Be Complete For the Last Month of your
Fiscal Year (Same as any other Month end)
(Month End must be complete before Year End can be done)

THEN

From "End -of-Year Processing" Menu

Select "Print Year End Reports"
(Enter last MMDDYY of your Fiscal Year, example 123108)
Double Check The Date as Displayed on Screen, Then Answer "Y" to Print.

Once Printed and Reviewed
Select "Clear Year-to-Date Data"
(Clears All Cumlative Y-T-D Figures For New Year)

Are You sure "Y" (MAKE SURE YOU HAVE REVIEWED THE REPORTS ABOVE FIRST)

THATS IT!!!HAPPY NEW YEAR!!!